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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 8 February 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 31 January - 7 February

25X1 1. [] Chief of the Safehouse Branch, Real Estate and Construction Division of the Office of Logistics has presented the lecture on "Procurement of Safehouses" to the Operations Support Course since it was initially established. While [] has always been very well received by student groups, there was a need for an extension of his coverage to include field situations. [] has suggested that [] from his office begin supplementing the present coverage with 15 to 20 minutes spent in pointing out the variations that occur in a field situation. [] has made several real estate inspection trips to the field, and most recently returned from a complete inspection trip of []

25X1 2. [] briefed [] on the handling of Green List checks. This included the needed information, form used, procedures and controls followed by the Area Divisions [] The information will be included in the Name Check lecture, presented both in Operations Support and Administrative Procedures. A copy of this information is being sent to the Operations School.

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25X1 4. [] is in Bermuda for one week.

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